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Approved For Release 1999/09/08 : CIA-RDP80-01826R000100130028-1

17 July 1962

MEMORANDUM FOR: Acting Chief, Records & Services Division

SUBJECT: Annual Report - Fiscal Year 1962 -
Statistical Reporting Branch

A. Accomplishments

1. Approximately 95% of the present recurring statistical reports and listings are being prepared by the RCA 501 computer.

2. Special requests are being prepared by the computer and in some cases where time is of major importance these requests are fulfilled through a joint effort by the computer and by the IBM multiple card system.

3. The preprinted strength formats which were designed to meet the requirements placed on the computer have been put into use.

4. A preliminary review was made of the separation data maintained on the history tapes and the discrepancies noted were resolved.

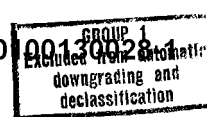
5. Supplied many offices within the Office of Personnel related back-up statistics for their scheduled briefing with the DD/S.

6. Prepared three new statistical books representing the current year to be used by the DD/S, D/Pers and SRB.

B. Progress

1. The adaptation of the new Report of Separation format, which is used for the monthly Report of Separations, has

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greatly reduced the preparation work permitting earlier distribution of this report.

2. Since the move to the new building, SRB has serviced more walk-in requests than in the past.

3. The use of the ozalid method of duplication has reduced the man-hours required in preparing and updating the statistical books belonging to the DD/S, D/Pers and SRB.

4. Now that the Automatic Data Processing Division is centrally located and new peripheral equipment has been added, the recurring reports are being released to this office at a faster rate.

5. This office can better service CSPD, Records and Reports now that both offices occupy the same room.

6. The current overseas dates are being published in the Staffing Complements as of 30 June 1962 for those employees who are presently overseas and whose dates have been received by the computer.

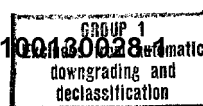
7. Operating officials are becoming aware of the statistical records which are maintained by SRB and which are available to them for reference.

C. Programs

1. The feasibility of programming the few remaining IBM multiple card files for the RCA 501 will be reviewed during the new fiscal year. These IBM multiple card files are as follows: (1) applicant file, (2) consultant file, (3) military reserve file, and (4) military money file.

2. A review will be made of the recurring reports to check for duplication of data and for the consolidation of others

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which are closely related.

3. Plans are being made to list the monthly separations of military personnel on the same format that is presently being used for the staff personnel separations. At the present time, exit interviews are prepared on the military personnel who separate and these forms are attached to the monthly Report of Separation. These forms do not normally coincide with the actual number of separations for the month due to the time lag in the preparation of the exit interview and the receipt of these forms by this office for reporting purposes.

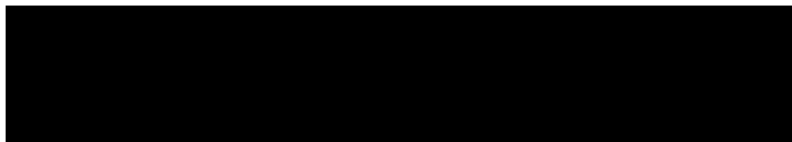
4. During the past fiscal year, SRB received numerous requests concerning security initiations and security initiation cancellations. Therefore, it has been planned that the applicant cancellation report be renewed in order to better meet future requirements.

D. Attachments

1. Analysis of statistical tables prepared and machine tabulations distributed during FY 1962.

2. Statistical breakdown of man-hours worked by the Branch in FY 1962.

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Chief, Statistical Reporting Branch

Attachments

As noted above

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GROUP 1
Excluded from automatic
downgrading and
declassification